

**Minutes of a Special Session of the Common Council of the Town of Clarkdale
Held on Wednesday, June 22, 2021 at 4:00 P.M. (Hybrid meeting in person and via
Video-Conferencing)**

A Special Meeting of the Common Council of the Town of Clarkdale was held on Wednesday, June 22, 2021, at 4 P.M.

Town Council:

Mayor Robyn Prud'homme-Bauer
Vice Mayor Debbie Hunseder
Councilmember Bill Regner
Councilmember Marney Babbitt-Pierce
Councilmember Lisa O'Neill

Town Staff:

Town Manager Tracie Hlavinka
Public Works Director Maher Hazine
Police Chief Randy Taylor
Interim Finance Director Rob Sweeney
Parks and Recreation Manager Joni Westcott
Community Development Director Ruth Mayday
Town Clerk Mary Ellen Dunn

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

CALL TO ORDER – Meeting was called to order at 4:07 P.M. by Mayor Prud'homme-Bauer.

(Temporary power outage)

PUBLIC COMMENT – The Town Council invites the public to provide comments at this time. Members of the Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Persons interested in making a comment on a specific agenda item are asked to complete a brief form and submit it to the Town Clerk during the meeting. Each speaker is asked to limit their comments to five minutes.

Sybil Malinowski-Melody, Clarkdale resident and Friends of the Clark Memorial Library representative, provided updates on library services.

CONSENT AGENDA - The consent agenda portion of the agenda is a means of expediting routine matters that must be acted on by the Council. All items are approved with one motion. Any items may be removed for discussion at the request of any Council Member.

- A. Reports** - Approval of written Reports from Town Departments and Other Agencies
Building Permit Report – May 2021
Capital Improvements Report – May 2021

Magistrate Court Report – May 2021

Water and Wastewater Report – May 2021

Police Department Report – May 2021

Special Event Liquor License Recommendations: Block Party 6/11/21; Wine Pull 10/23/21

CAT/LYNX Transit Report – May 2021

Verde Valley Humane Society – May 2021

- B. Common Council of The Town Of Clarkdale, Pursuant To Arizona Statutes, Calls For Executive Sessions** - The Council may vote to discuss the following matters in executive session pursuant to A.R.S. § 38-431.03(A) The Executive Sessions are hereby called for the following dates/times in the Clark Memorial Clubhouse, 19 N. Ninth St., Clarkdale Arizona:
- 06/29/21 4 P.M.
 - 07/06/21 4 P.M.
 - 07/13/21 5 P.M.
 - 07/20/21 4 P.M.
 - 07/27/21 3 P.M.
- C. Clarkdale Historical Society and Museum Facilities Use Agreement** - Approval of the 2021-2022 reimbursement agreement for the use of Town facilities by the Clarkdale Historical Society and Museum.
- D. Friends of Clark Memorial Library Facilities Use Agreement** - Approval of a reimbursement agreement for the use of Town facilities for the Friends of Clark Memorial Library.
- E. Made in Clarkdale Facilities Use Agreement** - Approval of the 2021-2022 reimbursement agreement for the use of Town facilities by Made in Clarkdale, Inc.
- F. Clarkdale-Jerome School District Repair and Maintenance Contract** – Approval of an Intergovernmental Agreement between the Town of Clarkdale and Clarkdale Jerome School District to provide for the repair and maintenance of district vehicles.
- G. Letter Of Support To The Economic Development Administration (EDA) On Behalf Of The Verde Valley Regional Economic Organization (VVREO)** – approval of a letter of support regarding conceptual design and pre-engineering grant application for broadband.

Action: Approve Consent Agenda items A – G as presented.

Motion: Council Member Babbitt-Pierce

Second: Council Member O'Neill

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye

Council Member Bill Regner	Aye
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NEW BUSINESS

BROADBAND PRESENTATION – A presentation by VVREO to Council on broadband.

The Verde Valley Regional Economic Organization's (VVREO) leadership, along with regional partners, have been working to add and improve broadband availability in the Verde Valley. Mary Chicoine updated the Council on the progress that has been made and provide the project's next steps which include applying for grant funding, design and development, along with the operation of the Middle Mile Network. Council discussion followed.

Action: This is a presentation only, no Council action is required.

FISCAL YEAR 2020-2021 BUDGET TRANSFERS - Discussion and consideration regarding authorization for fund transfers within the fiscal year 20/21 budget.

Arizona Revised Statutes Title 42, Chapter 17, Article 3 defines the requirements for the local government budget process. A city or town cannot increase its budget once the budget is approved by its governing body. The Statutes allow for the transfer of budget authority from one budget item to another if all of the following apply:

- The monies are available.
- The transfer is in the public interest and based on a demonstrated need.
- The transfer does not result in a violation of the limitations prescribed in article IX, sections 19 and 20, Constitution of Arizona (i.e., property tax levy and expenditure limitation requirements).
- A majority of the members of the governing body votes affirmatively on the transfer at a public meeting.

The adopted budget is a plan of expected financial outcomes to meet the goals and priorities of the Council and community. Often times the best laid plan will need to be adjusted to deal with unforeseen expenses and/or the release of contingency funds per Council directive. The Town's FY 2020-2021 adopted budget has already been amended a few times this year to reflect Council-approved transfers for several initiatives, including the use of contingency (designated) funds for an additional Public Safety Personnel Retirement System contribution, tablet purchases and park equipment/repair funding.

Town staff continually monitors the status of the adopted budget to ensure we remain on target in meeting Council priorities and compliant with State Statutes. Staff identified a number of instances where budget authority transfers are necessary. The recommended transfers do not increase the overall budget, as they reflect the use of available budget authority from one budget item to another. The recommended transfers in Table 1 conform to the Council-adopted Financial Policies.

Table 1 – Recommended FY 2020-2021 Budget Transfers

Budget Item	Adopted Budget	Transfer	Revised Budget	Reason
Contingency	\$962,563	(\$38,829)	\$923,734	Unanticipated expenses
Court	239,429	(5,000)	234,429	Reduction in parttime hours
Town Clerk	121,477	(4,100)	117,377	Lower elections cost
Finance	237,120	47,929	285,049	Professional services contract
Police – Wages & Benefits	1,134,639	(20,438)	1,114,201	Vacancy salary savings
Police – Equipment Supplies & Services	190,335	20,438	210,773	Mobile Field Unit/SWAT training/uniforms/equipment
Total	<u>\$2,885,563</u>	<u>\$0</u>	<u>\$2,885,563</u>	

Interim Finance Director Rob Sweeney presented information on this agenda item to Council. Discussion followed regarding budgets meeting the needs of the departments.

Action: Approve Fiscal Year 2020-2021 budget transfers as presented in Table 1.

Motion: Council Member Regner

Second: Vice Mayor Hunseder

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2021-2022 THROUGH 2025-2026 – Discussion and consideration of the adoption of the Town of Clarkdale's 5-Year Capital Improvement Program for FYs 2021-2022 through 2025-2026.

Council reviewed the draft 5-Year Capital Improvement Program (CIP) during its April 28, 2021 Budget Workshop. The CIP reflects capital investments to construct, acquire, replace, maintain, repair and/or refurbish the Town's capital assets. The adoption of a CIP provides clarity to the community regarding future improvements they can expect as well as define the project priorities for staff.

The 5-Year CIP totals \$7,906,530 in support of general government, parks, streets, water, wastewater, and cemetery programs. The CIP is fully funded using a variety of existing or known resources except for the Town's Affordable Housing Initiative (Project GG13) and Selna-Mongini

Park Improvements (Project PK1) projects. These two projects are actively seeking grant funds for use in FY 2021-2022.

There are a few minor changes to the 5-Year CIP since the Budget Workshop, including:

- Project GG1 – General Government Facility Rehab and Improvements – Carryover of \$20,000 from FY 2020-2021 into FY 2021-2022 to complete the impound lot.
- Project ST1 – Broadway Overlay – Phase 2 – Carry forward of \$889,780 from FY 2023-2024 into FY 2022-2023 in anticipation of HURF Exchange funds.
- Project WA2 – Water Distribution PRV Stations – Carry forward of \$250,000 from FY 2022-2023 into FY 2021-2022 to commence the project sooner.

During the Budget Workshop on April 28, the Council provided staff direction to evaluate street-related projects which may be appropriate to submit for regional or state funding. Staff presented a few options to the Council at its June 8 meeting, during which staff was directed to submit two projects (with two options each) to the Northern Arizona Council of Governments for consideration. These two projects, Bitter Creek Bridge and Cement Plant Road Extension, are not included in the 5-Year CIP since there is no funding earmarked to the projects as well as the earliest time in which funds would become available is in FY 2022-2023. Staff will continue to seek external funding sources for high-priority projects and bring amendments to the CIP for Council action once funding sources are secured.

The FY 2021-2022 Tentative Budget will reflect a capital investment of \$2,070,000 as reflected in the 5-Year CIP.

Interim Finance Director Rob Sweeney presented information via Power Point on this agenda item. (Presentation available in official Council packet.)

Action: Adopt the Town of Clarkdale's 5-Year Capital Improvement Program for FYs 2021-2022 through 2025-2026, as presented.

Motion: Vice Mayor Hunseder

Second: Council Member Babbitt-Pierce

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

TENTATIVE BUDGET FOR FY 21/22 - Discussion and consideration of tentative budget for FY 21/22.

Staff recommends the adoption of the Town of Clarkdale's Tentative Budget for Fiscal Year 2021-2022 in the amount of \$15,283,426.

The budget development process began in January 2021 and culminated with the Town Manager's Proposed Budget presentation to Council during the April 28, 2021 Budget Workshop. The Proposed Budget included staff's recommended 5-year Capital Improvement Program (CIP), ongoing operations and maintenance budget needs and supplemental requests to enhance service delivery and improve Town operations.

The attached State budget forms represent the information that was presented at the Budget Workshop, including the draft CIP and all supplemental requests. There are a few changes staff is recommending to account for updates to revenue estimates, known expenditure changes and correction of some minor errors. The Tentative Budget includes various contingency reserves to ensure the budget contains sufficient expenditure authority to fund any unforeseen or emergency purchases as well as unanticipated grant awards. The Tentative Budget also conforms to the Council's Financial Policies regarding Budget Stabilization Reserves.

Once approved, the official state forms will serve as the adopted Tentative Budget for Fiscal Year 2021-2022. Adoption of the Tentative Budget establishes the maximum expenditure limitation for the following fiscal year. The Final Budget may be adopted at a lesser amount, but it cannot exceed the Tentative Budget's total. Once adopted, the required forms shall be published twice in a local newspaper as well as on the Town's website in accordance with State Statute. Council will be asked to adopt the Final Budget on July 13, 2021 in a Special Meeting following a required public hearing.

Interim Finance Director Sweeney presented information on this item to Council via Power Point. (Presentation included in official Council packet.)

Action: Adopt the Tentative Budget for Fiscal Year 2021-2022 as presented.

Motion: Vice Mayor Hunseder

Second: Council Members Regner and O'Neill

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

INTERIM TOWN MANAGER SELECTION – Discussion and possible action regarding the appointment of a new Interim Town Manager and contract approval.

On June 7, 2021, current Town Manager, Tracie Hlavinka, tendered her resignation to Mayor Prud'homme-Bauer. Ms. Hlavinka's current contract expired on May 31, 2021 and was subsequently extended by Council on June 8, 2021 to July 8, 2021. She has accepted a new position as the City Manager in Lago Vista, Texas.

The Town Manager position will become vacant as of July 9, 2021 and efforts to secure an executive recruitment firm and, ultimately a new Town Manager, have begun. The entire process may take several months and additional efforts to expedite this process are in the works, including the possibility of hiring the firm used in the previous recruitment.

In the absence of a permanent Town Manager, the Town of Clarkdale will fill the position with an Interim Town Manager beginning July 9th until the position is filled. From July 9th until the beginning date of the new Town Manager, the Town of Clarkdale will require services of a person to fill an interim position as Town Manager.

On June 15th staff was directed by Council to request Interim Finance Director, Rob Sweeney, to accept Council appointment as Interim Town Manager and to proceed with an Interim Public Management (IPM) contract. That contract is forthcoming and not ready for Council review at the time of this packet delivery and will be available prior to this meeting and today's Executive Session.

Town Clerk Mary Ellen Dunn provided information on this agenda item to Council.

Action: Appoint Rob Sweeney as Interim Town Manager and authorize current Town Manager, Tracie Hlavinka, to execute the contract provided herein.

Motion: Council Member Regner

Second: Vice Mayor Hunseder

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

TOWN MANAGER RECRUITMENT PROCESS DISCUSSION – Discussion and possible action to select an executive recruitment firm and to prioritize, schedule, and outline a process to aid in the recruitment and selection of a new Town Manager.

The upcoming vacancy in the position of the Town of Clarkdale Town Manager requires an expedited recruitment process. Per Town Code Section A. "The office of Town Manager is hereby established. The Town Manager shall be appointed by the Council, and he/she shall hold office during the pleasure of the Council."

Vice Mayor Hunseder and Council Member Regner will recall our previous experience in cooperation with Novak Consulting Group, particularly Senior Associate, Jenn Reichelt. Due to the need to fill this position, and the thoroughness of the previous performance by Novak, it is proposed that Council forego the Request for Proposal (RFP) process and retain the services of Novak Consulting Group once again. Past experience has shown that Novak was able to perform the services of prioritization and scheduling. This service would assist Council and expedite our process and search for the best person to serve as Town Manager of Clarkdale.

The RFP process is not required per Town Code 3-3-9 B." Professional or Specialized Services. The following are services that are exempt from the purchasing requirements herein:

Services which involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience." The Code further provides that questions regarding whether a service is a

professional service shall be referred to the Purchasing Officer. Interim Finance Director Rob Sweeney has indicated that Executive Recruitment services comply with that definition.

Staff spoke with Catherine Tuck-Parrish of Novak/Raftelis Financial Consultants the week of June 14th and was told that the City of Peoria went through a competitive process and has signed on with Novak under a State contract. Tuck-Parrish informed staff that if we are approved by Peoria to fall under their contract, Novak will honor that price of \$21,300 plus advertisements and background checks. Their current price range is \$24,000 to \$27,000 with ads and background checks being extra.

Christine Finney, Peoria's Materials Management Manager, has given us approval to piggyback on their contract with Novak under the Cooperative Purchasing clause that cites the Strategic Alliance for Volume Expenditures (SAVE) as the contracting party. Clarkdale is also a contracting party with SAVE and therefore is only required to get approval from the initial contracting party (the City of Peoria) in order to take advantage of the opportunity to join in on the contract.

Town Clerk Mary Ellen Dunn provided information on this agenda item to Council. Questions and discussion followed regarding actual costs of previous contract. Sweeney informed the Council that the current budget allowance for this line item was based on previous costs plus additional travel and adjusted for inflationary considerations. It was requested that Council be provided with Hlavinka's resume and it was agreed that this could be provided to Council. Discussion also included Council being thoughtful in what they would be looking for in a candidate. It was discussed that of the candidates that were available for Council to interview, Hlavinka was the only candidate that they felt had the qualifications for Clarkdale. Hlavinka informed Council that Novak, from her perspective, was good to work with. Council felt it was important that they had a clear vision of their priorities.

Action: Approve Novak Consulting Group as the Town's Executive Recruitment Firm and authorize the Mayor to execute a contract in an amount not to exceed \$21,300 plus expenses for advertising, background checks, and travel for finalists' interviews.

Motion: Council Member O'Neill

Second: Vice Mayor Hunseder

Vote:

Voting Member	Aye/Nay
Council Member Marney Babbitt-Pierce	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Mayor Robyn Prud'homme-Bauer	Aye
Council Member Bill Regner	Aye

FUTURE AGENDA ITEMS - Listing of items to be placed on a future council agenda.

- Redistricting item; Council retreat

ADJOURNMENT: Without objection Mayor Robyn Prud'homme-Bauer adjourned the meeting at 6:16 P.M.

APPROVED:

Robyn Prudhomme-Bauer
Robyn Prudhomme-Bauer, Mayor

ATTESTED/SUBMITTED:

Mary Ellen Dunn
Mary Ellen Dunn, Town Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Clarkdale, Arizona held on the 22nd day of June 2021. I further certify that meeting was duly called and held and that a quorum was present.

Dated this 14th day of July, 2021.

SEAL

Mary Ellen Dunn
Mary Ellen Dunn, Town Clerk